

# The Gazette of India

## EXTRAORDINARY PART II—Section 3 PUBLISHED BY AUTHORITY

---

No. 19] NEW DELHI, SATURDAY, JANUARY 15, 1955

---

### MINISTRY OF COMMERCE AND INDUSTRY

#### NOTIFICATION

*New Delhi, the 15th January, 1955.*

S.R.O. 178.—The following by-laws made by the Coir Board, in exercise of the powers conferred by Section 27 of the Coir Industry Act, 1953 (45 of 1953), and confirmed by the Central Government, are hereby published as required by sub-section (2) of the said Section, namely :—

#### BY-LAWS

##### Preliminary

1. These by-laws may be called the Coir Board (Transaction of Business, Conditions of Service of Employees and Maintenance of Accounts) By-laws, 1955.

2. In these by-laws, unless the context otherwise requires,—

- (i) 'the Act' means the Coir Industry Act, 1953 (45 of 1953);
- (ii) 'Board' means the Coir Board constituted under section 4;
- (iii) 'Chairman' means the Chairman of the Board of the Executive Committee, as the case may be;
- (iv) 'Executive Committee' means the Executive Committee of the Board, as the case may be;
- (v) 'member' means a member of the Board or the Executive Committee or of any other Committee constituted under the Act, as the case may be;
- (vi) 'Secretary' means a member of the Board or the Executive Committee, as the case may be;
- (vii) 'section' means a section of the Act;
- (viii) 'Vice-Chairman' means the Vice-Chairman of the Board or the Executive Committee, as the case may be; and
- (ix) 'year' means a year commencing on the first day of April.

##### The dates, time and place of meeting etc.

3. The date, time and place of a meeting of the Board or the Executive Committee shall be determined by the Chairman.

4. A notice of not less than twenty-one days from the date of posting shall, ordinarily, be given to every member for an ordinary meeting of the Board and a notice of not less than ten days to every member for an ordinary meeting of the Executive Committee. Such notice shall be sent to every member by registered

post. The non-receipt of such notice by any member shall not in any way invalidate the proceedings of any meeting of the Board or the Executive Committee, as the case may be. A list of business proposed to be transacted at every meeting shall accompany the notice. If it is necessary to convene a special meeting of the Board or of the Executive Committee, at least one week's notice shall be given to every member.

5. Ten members shall form a quorum for a meeting of the Board and four members shall form a quorum for a meeting of the Executive Committee. If at any meeting there is not a sufficient number of members present to form a quorum, the Chairman or any other person presiding at such meeting shall adjourn the meeting to a date not later than seven days from the date of the adjourned meeting and it shall thereupon be lawful to dispose of the business at such an adjourned meeting irrespective of the number of members attending at such meeting.

6. The Chairman if present, and in his absence, the Vice-Chairman, shall preside at all meetings of the Board and of the Executive Committee and in the absence of both the Chairman and the Vice-Chairman, the members present shall elect one from among themselves to preside.

7. No business other than that entered in the agenda for which a meeting the Board or of the Executive Committee has been convened shall be transacted at such meeting, except with the permission of the Chairman or of any other person presiding at such meeting.

8. Every question that comes before the Board or the Executive Committee at a meeting shall be decided by a majority of the members present and voting on that question and in the case of an equality of votes, the Chairman or the person presiding shall have a casting or second vote. No member shall vote on proxy.

9. The Chairman may, with the consent of the members present at a meeting, adjourn that meeting from time to time or from place to place, but no business shall be transacted at any such adjourned meeting other than the business left undisposed of at the meeting from which the adjournment took place.

10. The minutes of a meeting of the Board or the Executive Committee, as the case may be, shall be kept each in a separate book and shall be signed by the Chairman or the person presiding at such meeting. Copies of such minutes showing *inter alia* the names of the members present at the meeting shall be forwarded to each member of the Board or the Committee, as the case may be, as soon as possible after the meeting.

11. The minutes of each meeting shall be placed before the next meeting for confirmation.

12. The rules of procedure for transacting business at a meeting of the Executive Committee shall apply, as far as may be, to a meeting of any other Committees constituted under the Act.

#### Delegation of Powers and Duties.

13. (1) The Executive Committee, the Chairman and the Secretary shall exercise the powers and perform the duties specified in the Schedule hereto annexed.

(2) The Secretary shall discharge the functions delegated to him under clause (1) under the general control and superintendence of the Board and of the Chairman and it shall be his duty,—

(a) to convene under the directions of the Chairman meetings of the Board and of Committees;

(b) to maintain minutes of such meetings;

(c) to furnish to the Central Government such reports and returns and other necessary documents as may be required to be furnished to it by the Act or the rules made thereunder, or as may from time to time be required by it;

(d) to prepare the budget estimates of the Board;

(e) to co-ordinate and supervise the work of other officers and employees

### Travelling Allowance of Members and Members of Committees

14. (1) For attending any meeting of the Board or any Committee constituted under the Act, any member at such meeting shall be entitled to a payment of travelling and daily allowances at the following rates namely :—

(a) Official members ; (Government Travelling and daily allowances at the rates admissible to such official members—under the service rules applicable to them.)  
Servants):

(b) Non-official members : . . . For journeys performed to attend Board's or Committee's meetings, rail or steamer fare and road mileage as for Government servants of the first grade serving under the Government of India *plus* a daily allowance at the maximum rates prescribed for a town, for days of attendance at meetings or days of residence in connection with Board's or Committee's meetings at a place other than the usual place of residence of the member concerned. If a member has to reach a place of meeting a day before or leave a day after the meeting on account of train or aeroplane timings, he, will be entitled to daily allowance for one or two days as the case may be.

No daily allowance would ordinarily be admissible to a member for the day he absents himself from a meeting, but the Board may allow the allowance if it is satisfied that the absence was due to reasons beyond the control of the member.

(2) The Chairman shall be the controlling officer in respect of bills on account of—

- (a) his own travelling and daily allowances, and
- (b) the travelling and daily allowances of—
  - (i) other members of the Board,
  - (ii) members of any Committee constituted under the Act,
  - (iii) the Secretary, and
  - (iv) any other officers and employees of the Board.

### Appointments, promotions etc.

15. Subject to the provisions of the Act and the rules made thereunder, all posts of officers and employees under the Board, other than the Secretary, shall be created and filled by the Board:

Provided that the Executive Committee, the Chairman or the Secretary, as the case may be, may exercise such powers as may from time to time be delegated to it or him, by the Board.

16. The authority competent to appoint an officer or any employee of the Board, shall only be competent to dismiss, remove, suspend, or demote such officer or employee.

### Conditions of Service.

17. The following rules shall regulate the grant of pay, leave, allowances, etc., to the officers and employees of the Board, other than the Secretary, that is to say,—

- (1) The grant of pay, leave, leave salary and other allowances to the permanent officers of any Government whose services have been lent or transferred to the Board shall be regulated by the terms settled with that Government,
- (2) the grant of leave, pay and allowances to any other officers and employees of the Board shall be regulated by the Board which may delegate such of its powers in this respect as it may deem fit to the Executive Committee, Chairman or Secretary,

(3) in exercising the powers under clause (2), the Board and the authority to whom such a power has been delegated, shall apply the principles of the Fundamental Rules and Supplementary Rules of the Government of India and other orders issued in this respect from time to time,

(4) save with the previous sanction of the Central Government, no travelling and daily allowances shall be paid to any officer or employee of the Board in excess of the amount which would be admissible to him under the rules or orders for the time being applicable to a servant of the Central Government of the corresponding grade.

18. Service under the Board shall not qualify for any pension from the Funds of the Board.

#### Maintenance of Accounts.

19. The Secretary shall maintain or cause to be maintained an account of all receipts of the Board and expenditure therefrom.

20. The receipts shall include all such sums received by the Board during the year to which the accounts relate.

#### Persons by whom payment etc. are to be made.

21. All moneys accruing or payable to the funds of the Board by way of proceeds of cess or otherwise from the Central Government or accruing from any other source or sources shall be received by the Secretary or such other officer as the Board or the Chairman may authorise in this behalf. The amount or amounts so received shall, as soon as practicable, be duly acknowledged and deposited in banks approved by the Central Government to the credit of the Board. All receipts shall be credited to the account of the Board and shall not be utilised to meet expenditure on any other purpose.

22. All payments by or on behalf of the Board shall be made by means of cheques except payments not exceeding Rs. 100/- which may be made in cash from the amount of imprest sanctioned for the purpose.

23. All cheques authorising payments by or on behalf of the Board and all orders for making deposits or investments or for the withdrawal of the same or for the disposal in any other manner of the funds of the Board shall be signed by the Secretary or by any other officer authorised by the Chairman in this behalf.

#### Custody of money required for current expenditure etc.

24. There shall be drawn from the bank in which the Board's moneys are kept in deposit and placed at the disposal of the Secretary a permanent advance of Rs. 500/- to be recouped as required and in any case at the end of each month, to meet the petty expenditure of the office of the Board.

25. Any funds not required for current expenditure may be placed in fixed deposits with banks approved by the Central Government for the purpose.

26. The placing of money in fixed deposit and the investment thereof and the disposal of money so placed or invested shall require the sanction of the Chairman.

#### THE SCHEDULE

[See by-laws 13(1)]

#### DELEGATION OF POWERS

Sl. No.	Powers	Executive Committee	Chairman	Secretary
(1)	(2)	(3)	(4)	(5)
1.	To create temporary appointments.	Posts the pay or the maximum pay of which does not exceed Rs. 220 per mensem.	..	..

Sl. No. (1)	Powers (2)	Executive Committee (3)	Chairman (4)	Secretary (5)
2.	To make appointments to sanctioned posts which may be filled up by the Board.	..	Posts of which the maximum salary is less than Rs. 500 ; appointments to be made on the recommendation of the Executive Committee.	Class IV servants.
			<p><i>Exception :</i> Direct appointments up to Rs. 500, appointments by transfer from the service of the Central Government or any State Government may be made by the Chairman subject to the approval of the Central Government.</p>	
3.	To grant increments within the sanctioned scales of pay.	..	To all members of staff including the Secretary.	
4.	To grant advances of travelling allowances.	..	Amounts not exceeding Rs. 200 in any individual case.	
5.	To write off losses	Up to Rs. 500 in any one case.	..	..
6.	To sanction medical attendance fee and cost of medicines for the employees of the Board.	..	To all officers and employees including the Secretary according to the Central Government rules.	..
7.	Acceptance of tenders for purchase of articles.	..	Purchases not exceeding Rs. 5,000/- in value.	Purchase up to Rs. 1,000/- in value.
8.	To incur expenditure	Above Rs. 3,000/- but below Rs. 5,000, in each case, within the sanctioned budget allotment.	Above Rs. 500 and up to Rs. 3,000 in each case within the sanctioned budget allotment.	Upto Rs. 500 in each case within the sanctioned budget allotment.
9.	To sanction re-appropriation of funds.	Within a head of expenditure subject to a maximum of Rs. 2,500 in the case of any one item.	..	..

[No. 42-SSI(34)/54.]

H. V. R. IENGAR, Secy.

